

# The First Word ...

★★ **COMMANDER, NAVY PERSONNEL COMMAND**

Seeing the year-end statements of various corporations reminded me that this would be a good time to report on the progress of our organization, the Navy Personnel Command. I can assure you we had a much more profitable year than the stock market.

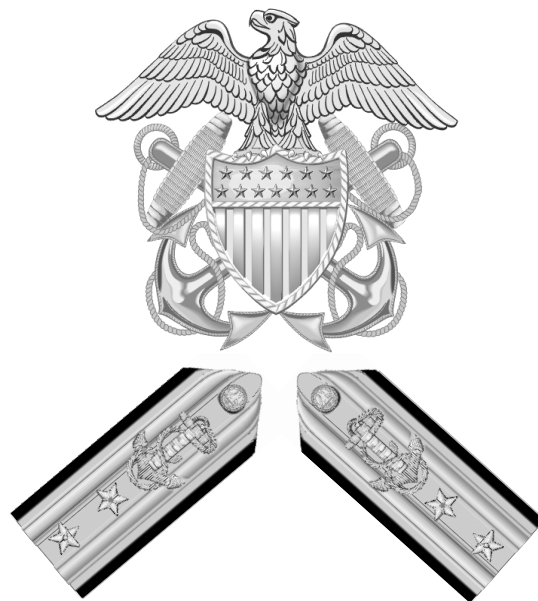
Our Navy and elected leadership pushed through the largest pay raise since 1981, with basic pay and BAH receiving significant boosts and career sea pay being raised across the board. More than 25,000 Sailors (in paygrades E-1 to E-3) and Officers (with less than three years of sea duty) received sea pay for the first time. All officers received a minimum of a five-percent raise, and for enlisted, the minimum boost was six percent. Basic Allowance for Housing was increased again as part of a five-year plan to eliminate out-of-pocket expenses for housing. More than 20,000 of you chose to invest some of your raise in the tax-free Thrift Savings Plan. If you were unable to make the Jan. 31 deadline for sign up, there will be another "open season" beginning May 15.

A glance at your Leave and Earnings Statement will show you a couple of other benefits. Servicemembers Group Life Insurance coverage was extended to your spouse and children. And following the mobilization of forces in late September, everyone was allowed to accrue up to 90 days of leave (until 2004).

More than 21,200 of you reenlisted for an SRB, many in the tax-free waters of the Arabian Gulf. And 57,858 more earned a pay raise another way, by being advanced off the Spring or Fall E-4, E-5 or E-6 exams. As for new Chiefs, 42 percent of those recommended for early promotion — or "EP" — were selected. Even Senior Chiefs made the news when permission was authorized to expand their ranks from 2.0 to 2.5 percent of the enlisted force.

The 20-month old Center for Career Development recently topped 35,000 Sailors contacted. CCD provides a wealth of information about your career and benefits, and I encourage you to attend a Career Decision Fair the next time one comes to your base. In the meantime, their sound counsel is available at [www.staynavy.navy.mil](http://www.staynavy.navy.mil), a site visited by more than 1.2 people for an average of 16 minutes each. Don't take my word for it, a site that has been viewed for nearly 20 million minutes must have something to offer.

In summary, 2001 was an incredible year to be in the Navy in terms of advancing and receiving benefits, and as for this year, "You ain't seen nothing yet!"



  
G.L. Hoewing  
Rear Admiral, U.S. Navy



**Art Credit (cover):**

The photos were taken from various sources to include CNRC, Defense Visual Information Center, and Joint Combat Camera Center.

*Perspective* (NAVPERS 15892) is the professional bulletin of the Navy officer community. Its mission is to provide all Navy officers information regarding key personnel policy changes, reassignment trends, and emerging developments within their areas of expertise to enhance their professional development. *Perspective* is approved for official dissemination of professional information of interest to the Department of Defense and to appropriate professionally related communities. This information does not necessarily reflect the official Navy position and does not supersede information in other official Navy publications. Unless otherwise noted, articles in *Perspective* may be reprinted and disseminated without permission. Please give appropriate credit.

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## Career Issue

### Inside

Center for Career Development .....	4
Joint Requirements .....	5
Naval War College .....	7
Selection Boards .....	9
Microfiche .....	12
PSR .....	13
Officer Promotions/Planning .....	21
Flight Brief .....	23
CNRC .....	24
New Communities - HR/IP .....	25
Supply Corps .....	26
Civil Engineering Corps .....	27
NPC Directory .....	28
Reference Corner/LANDLINE .....	Back Cover

# Perspective

THE PROFESSIONAL BULLETIN FOR NAVAL OFFICERS

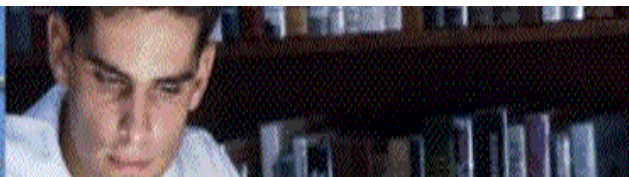
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# Perspective

THE PROFESSIONAL BULLETIN FOR NAVAL OFFICERS



In April 2000, the Center for Career Development (CCD) was established with the intent to help the fleet foster a professional climate in which staying Navy is a culture rather than a single event conducted when a Sailor reaches a career decision crossroads.

Since then, CCD has provided exceptional customer service and satisfaction to the fleet, through conducting career decision workshops for over 20,000 Sailors and their families at over 40 commands worldwide. These workshops present an objective look at the pros and cons of careers in the Navy in comparison with the private sector. In addition, Navy Personnel Command detailers, career management specialists travel with CCD to meet one on one with Sailors to discuss their professional goals and choices for future assignments.

Sailors and their spouses are encouraged to attend the career decision fairs to ensure they have all the information they need to make informed career choices. CCD will be conducting nearly 50 career decision fairs this fiscal year. A complete schedule of fairs is located on the CCD website, [www.staynavy.navy.mil](http://www.staynavy.navy.mil).

In support of CNO's goal of personalized leadership, CCD partnered with Chief of Naval Education and the Command Leadership School, Newport Rhode Island, to provide specialized training for senior

leadership in the Navy. In the next year, CCD will conduct at least 20 briefings at CLS for Prospective COs, XO's, and their spouses. The members attend a series of lectures and presentations aimed to help them focus on improving Sailors' quality of life.

The popular Stay Navy site ([www.staynavy.navy.mil](http://www.staynavy.navy.mil)) will soon record its one-millionth visitor. Soon, the Stay Navy site will combine forces with the Navy LifeLines Website ([www.LIFELines2000.com](http://www.LIFELines2000.com)), another successful website known for its superb offering of quality of life information/resources for Navy families. The goal is to provide Sailors and their families a single dedicated online site containing the latest quality of life and quality of service information.

With support from the Naval Media Center, Recruiting Command and Detroit, Michigan- based Campbell-Ewald Advertising Agency - CCD has the communications resources to reach out and inform Sailors and spouses with the latest news on pay, education, and career options through direct mail, as well as television and radio commercials on the Armed Forces Network.

As CCD moves into its second year, it will continue to emphasize the importance of people and improve the quality of service for Sailors throughout the Navy. To find out more about CCD, click on the Stay Navy website or call CCD Public Affairs at (901) 874-2200.

**ONE-STOP INFORMATION SHOP  
FOR  
MILITARY PERSONNEL RECORD SERVICE  
(MICROFICHE, PSR, AND ODC)**

- ➔ Toll Free Number 1-800-951-NAVY (1-800-951-6289)
- ➔ Microfiche Request On-line at [www.bupersaccess.persnet.navy.mil](http://www.bupersaccess.persnet.navy.mil)
- ➔ Microfiche Request by Fax - DSN 882-2664
- ➔ Review, Print and Obtain Correction Procedures for ODC/PSR at [www.staynavy.navy.mil](http://www.staynavy.navy.mil)

# Introduction to Joint Requirements

**{PERS-45J}:**

**DSN 882-4217/4218**

**Comm (901) 874-4217/4218**

**Fax (901) 874-2696**

and staff programs.

- Naval Postgraduate School (selected National Security Affairs Programs are certified to provide JPME Phase I credit).

Grants Phase II credit only (JS8):

Joint Forces Staff College (Norfolk, VA)

## Joint Specialty Officer (JSO)

To be designated as a JSO, you must:

### 1) Complete Joint Professional Military Education (JPME):

- National War College or Industrial College of the Armed Forces (ICAF), or
- Phase I at any U.S. Service College, selected fellowship or Foreign War College and Phase II at Joint Forces Staff College (JFSC).

2) Complete a Joint Duty Assignment (JDA).

3) Be selected by a Navy JSO selection board.

4) Be approved by SECDEF.

JSO designation is not required for promotion to Flag rank, but more than one-third of Flag joint billets require a JSO. This makes completion of JPME highly desirable for future Flag officers.

## Joint Professional Military Education (JPME)

Grants full JPME credit (JS1):

National War College (Washington, DC)

Industrial College of the Armed Forces (ICAF) (Washington, DC)

Grants Phase I credit only (JS7):

- College of Naval Warfare (Newport, R.I.)
- College of Naval Command and Staff (Newport, R.I.)
- Marine Corps War College (Quantico, Va.)
- Marine Corps Command and Staff (Quantico, Va.)
- Army Command and Staff (Fort Leavenworth, Kan.)
- Army War College (Carlisle, Penn.)
- Air Command and Staff (Montgomery, Ala.)
- Air War College (Montgomery, Ala.)
- Selected Foreign War Colleges
- Selected fellowship programs \*\*

\*\* FY96 was the final year that credit was awarded for intermediate level fellowship programs. FY99 was the last year for senior level fellowship programs.

- Navy, Army and USAF nonresident command

## Joint Duty Assignment (JDA)

Joint duty credit can only come from a JDA posted on the Joint Duty Assignment List (JDAL). Tour lengths for these assignments are:

Flag – two years

LCDR through CAPT – three years, except for two-year tours for some overseas assignments and for Critical Occupation Specialties (COS) in initial JDA (see below).

Note: LTs can receive joint duty credit only by filling a LCDR JDA billet.

Critical Occupational Specialists (COS)

COS officers (URL LCDR through CAPT, not including FSOs) on an initial JDA can detach after 24 months with full joint duty credit if going to an operational Navy assignment. No waiver is required. Subsequent JDA is 24 months

JSO Selection Boards

JSO boards convene annually. JSO board eligibility is met when an officer has completed the JPME and JDA requirements. PERS-45J tracks these qualifications and determines eligibility of records of officers to be considered by each board. No individual request/packages are required (although it never hurts to validate your eligibility). For questions, call PERS-45J.

Note: JSO nominees are put into four eligibility categories:

**Category A:** Officers who complete JPME before completing a full JDA, or Critical Occupational Specialty (COS) officers who complete a full joint duty tour (36 months) before completing JPME.

**Category B:** COS officers who complete joint duty under COS-takeout provisions (24 months) and who have completed JPME, either before or after they completed their JDA. (COS officers are exempt from the sequence requirement which specifies, for other officers, that JPME must be completed before the JDA completion).

**Category C:** Non-COS officers who have completed their full JDA before they complete JPME; requires a

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sequence waiver for JSO designation.\*

**Category D:** Officers who have completed two joint tours in lieu of completing JPME; requires an education waiver for JSO designation.\*

\*The total number of waivers (for Categories C and D) granted for officers in the same paygrade during any fiscal year may not exceed 10 percent of the total number of officers in that paygrade selected for the joint specialty during that fiscal year.

An officer designated by SECDEF as a JSO receives either a JS5 or JS9 AQD, depending on joint tour type (see AQD section), which then appears on the Officer Data Card (ODC). Following SECDEF designation, notification is made via NAVADMIN message.

## Additional Qualification Designators (AQDs)

### Billet AQDs

JD1: a noncritical billet on JDAL.

JD2: a critical billet on the JDAL; must be filled with a JSO.

### Joint Education AQDs

JS1 (full JPME): Assigned to graduates of National War College, Industrial College of the Armed Forces (ICAF), the School of Information Warfare Strategy (SIWS) (through June 1996), and the Joint Forces Staff College (JFSC) (through June 1990).

Note: also includes 1989 March (intermediate level only), June and November graduates of Naval War College; and 1989 Army, Air Force and USMC service college graduates.

JS7 (JPME Phase I): Assigned to graduates of an intermediate or senior service college after January 1990, selected Foreign War Colleges or fellowships.

Note: graduates of service colleges during academic years 1985-1988 received Phase I credit **if JPME Phase II was completed before 1 January 1994.**

JS7 AQD has been withdrawn for officers who did not complete JPME Phase II.

JS8 (JPME Phase II): Assigned to graduates of JFSC since July 1990.

## Joint Specialty Officer (JSO) AQDs

JS5 (JSO): Assigned to officers who have completed the JPME and JDA requirements, have been selected by a Navy JSO board, and designated by SECDEF.

JS9 (COS takeout JSO): Assigned as above to URL officers who have received full JDA credit for tours of less than three years which were shortened through the COS takeout provision (two years). Equivalent in all respects to JS5 AQD.

### Joint Tour AQDs

JS2: Assigned upon completion of a JDA after January 1, 1987.

JSF (JDA for Flag only): Assigned for completion of a pre-1987 JDA. Not valid for selection to JSO. Valid for promotion to Flag officer.

JSR (JDA required): Assigned to a graduate of the National War College of ICAF whose required JDA has been deferred until the second tour after graduation.

### Flag Officer Joint Requirements

Promotion to O7 requires completion of a JDA.

Note: If currently serving in an initial JDA as an O6, the requirement for the completion of a JDA can be waived by SECDEF if service started at least 180 days prior to the Flag selection board convening date (upon which selected), and total consecutive service in JDA is not less than two years.

For O6s with no JDA, a Good of Service waiver from SECDEF is required (where first tour as a Flag must be a JDA).

Professional exemption (officers who do not require a JDA for promotion to O7 are not tracked): JAG, Medical, Dental, Chaplain, Nurse, Medical Service Corps.

Technical exemption (officers who do not require a JDA for promotion to O7 are tracked): AED/AMD, CEC, PAO, EDO, Oceanographer, Acquisition Professional (URL).

Points of Contact: Joint information questions should be directed to PERS-45J. E-mail address is **p45j@persnet.navy.mil**. □

*CDR Tim King, PERS-45J, DSN 882-4217, Comm (901) 874-4217*

*LT Oudrey Hervey, PERS-45J1, DSN 882-4218, Comm (901) 874-4218.*



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## ***“A Career Necessity: the Naval War College”***



This issue of *Perspective* is all about career planning. As such, it provides a great opportunity to reiterate the reasons why obtaining a Naval War College education is so important to your overall professional development plan. The United States Navy is a tremendously large and complex organization, with missions which contribute to the very survival of the nation and its citizens. The men and women in uniform who direct the day-to-day operations of this remarkable force are the best the service can produce, and they are chosen for their intelligence, experience and leadership. The path which leads from commissioning to senior command and staff positions includes many opportunities for on-the-job training, formal classroom instruction, and post-graduate education.

The purpose of the Naval War College is to educate officers by developing their strategic thinking skills, improving their analytical acumen and developing critical judgment for decision making while drawing on their proven expertise as a warfighting specialist.

Retired Marine Corps General Charles E. Wilhelm, the former Commander, U.S. Southern Command has referred to NWC as *“the Ivy League of Professional Military Education”*, and he said in a speech several years ago:

*“I’ve finally figured out exactly where the War College fits in the long and challenging journey we call a military career. Whether we sail a ship, drive a tank, fly a plane or*

*help those that do... for the first half of a career the physical part of our vocation dominates the intellectual part. During those first years, we spend the majority of our time actually sailing the ship, driving the tank, flying the plane or directly supporting those who do. In a like manner, during the first half of our careers we are heavily invested in enforcing regulations and learning and applying doctrine, tactics, techniques and procedures. During the second half of our careers, however, the process reverses itself, and the intellectual pursuits largely dominate the physical. Rather than sail the ship, drive the tank or fly the plane we design, test, or buy them. And we become less concerned with enforcing regulations and applying doctrine and more concerned with their conception and articulation. I have come to think of the Naval War College as the mid-career bridge that allowed me to pass over the gully separating the physical and intellectual segments of my career.”*

I believe that General Wilhelm had it right! Completing the NWC program is intended to be a life-altering event. It is far removed from skill training, which seeks to immediately improve one’s abilities to perform a very specific task. Instead, our program seeks to impart new ways of thinking, and attempts to provide enhanced mental processes which will be beneficial for the rest of your life.

In an ideal world, every officer would have the opportunity to spend a year in Newport, enjoying the maximum benefit from full-emersion in the NWC educational experience. I encourage as many of you as possible to join us in residence on our Newport

campus. Classes convene in August, November and March of each year, and you should aggressively seek the opportunity to complete the program in this challenging but highly rewarding manner. We recognize, however, that quota limitations and other factors will prevent many of you from completing the resident courses of study, and these officers should inquire about the various distance learning options which are available from our College of Continuing Education. These programs provide alternative ways to receive a NWC education, and to obtain a nonresident version of the "mid-career bridge" described so eloquently by our distinguished alumnus.

There are many reasons to include NWC in your career plan, but the best reason is that this education will provide you with tools which will make you a more effective leader for the rest of your professional career. Interested? Many program details were provided in the October-December 2001 issue of *Perspective*. You can link to [www.nwc.navy.mil](http://www.nwc.navy.mil) or call DSN 948-6596 (resident programs) or 401-841-2135 (nonresident programs) for information on how to make NWC one of your career highlights! □

*RADM Rodney P. Rempt, USN  
President*

#### **SWONET: OPENING NEW CHANNELS FOR SWOs**

In a community as dynamic as ours, sharing information is critical to our success. Whether that information pertains to operating ships, navy policy or career development, if we don't exchange ideas and share best practices, we're stifling our effectiveness and shortchanging our shipmates.

With that in mind, five months ago we launched SWONET, a web site designed exclusively for Surface Warfare Officers. The goal was to provide SWOs with a "one-stop shopping" resource they could quickly access to obtain information professionally and personally beneficial to them. Updates on community issues, career opportunities, financial planning advice, e-mail service, access to military and civilian newspapers – those are all just a sample of what can be found logging onto [WWW.SWONET.COM](http://WWW.SWONET.COM). Additionally, weekly polls (with all results reviewed by the senior leadership of the community) and a direct "feedback to the Admiral" feature, give SWOs the opportunity to weigh in and be heard.

While this is still an evolving tool for the community, usage to date has not met our expectations. So far, out of approximately 8400 SWOs, less than half (3736) have registered. Approximately 1000 SWOs use the site each month. We'd like those numbers to grow. SWONET was created for you! Since its creation, more than 50 different improvements and changes have been made to SWONET based solely on fleet feedback. If you would like to see another feature added to the site, funnel that feedback to the SWONET Concierge at [CONCIERGE@SWONET.COM](mailto:CONCIERGE@SWONET.COM), or by the feedback button available at the top of every page within the SWONET web site.

SWONET is a valuable resource for our community. By providing a wealth of information accessible at the click of a mouse, it can help you make better decisions about your naval career. Log on and register today!

*VADM T. W. LAFLEUR  
COMNAVSURFPAC*

*RADM J. B. FOLEY  
COMNAVSURLANT*

# Selection Boards

**{PERS-85}:**

**DSN 882-3252**

**Comm (901) 874-3252**

**{PERS-311}:**

**DSN 882-3313/3315/3316**

**Comm (901) 874-3313/15/16**

**{PERS-86 (Reserves)}:**

**DSN 882-4525**

**Comm (901) 874-2675**

**Understanding the Process.** Two of the fundamental aspects of every officer's career are promotion and screening, yet the selection board process seems to be one of the least understood.

Do you know how selection boards determine who gets promoted/selected? Do you know which records selection boards use to determine this? Do you know the differences between administrative and statutory boards?

You should be able to answer "yes" to all of these questions, as they identify important information for the professional growth of you and your subordinates.

**Statutory vs. Administrative.** Statutory boards include promotion (including special and spot promotion), selective early retirement (SERB) and the various continuation boards. All other boards are administrative. Statutory boards are governed by law, primarily Title 10 of the U.S. Code. Administrative boards are governed by instruction or policy. Statutory boards are convened by SECNAV; Administrative boards are convened by the Chief of Naval Personnel (CNP) or Commander, Navy Personnel Command (CNPC).

Statutory board results are approved by the President, SECDEF and SECNAV. Administrative boards are approved by CNP/CNPC.

Membership on statutory boards is set by statute and SECNAVINST 1401.3 (which is very specific as to designator mix and paygrade). Membership requirements for administrative boards are determined by the board sponsor.

**The Precept.** A precept is a document, signed by the convening authority and directed to the president of the board, giving general and specific guidance to the board regarding the criteria upon which their selections should be based. The precept is the only guidance for selection provided to a board.

Using the precept as guidance, the only other

sources of information about an officer allowed for consideration by a statutory board are the following:

- microfiche – contains your FITREPs, picture, personal awards and other matters of official record.
- Officer Summary Record (OSR)/ Performance Summary Record (PSR) – your career resume containing a summary of your microfiche.
- any correspondence the officer submits to the board about their record.

Administrative boards work the same, except for those boards requiring an application package (i.e., the LDO/CWO Inservice Procurement, Federal Executive Fellowship (FEF), Test Pilot, Lateral Transfer/Redesignation, etc.), which is also reviewed by board members.

No information other than what is listed above is allowed to be discussed or presented before a board.

The mission of any board is to select those "best qualified" based on performance. Additional guidance in the precept addresses equality in the consideration of minority officers and consideration of historic pre-existing restrictions on the assignability of women officers. Language is also directed at non-traditional career paths of officers with subspecialties to ensure the future needs of the Navy are met by officers with particular skills. Also singled out in the precept for consideration by the board are an officer's performance of duty in a joint billet, and the unique career paths and needs of the Navy with respect to the Acquisition Professional (AP) community.

Administrative board precepts are standardized and mirror the language used in statutory boards. Precepts for administrative boards may also contain an additional section that provides specific guidance to the board, tailored for that particular board's function. This may include quotas or numbers to select, including alternates; additional program eligibility criteria; amplification of unique career paths, or other information deemed necessary by the board sponsor.

Administrative boards make selections which were once made by committees within NPC or by detailer action. The evolution of the administrative board process into its current formal nature ensures an extremely fair and impartial appraisal of officer records. Administrative boards are pivotal to most officers at one or more points in their career. Prepare for an administrative board as diligently as you would for a promotion board. Review your microfiche, OSR/PSR and Officer Data Card (ODC) for accuracy well in advance of the board. Your OSR/PSR is particularly crucial because it is used to



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present your record in "The Tank." The entire board sees only your OSR/PSR. A briefing officer (who presents your record to the entire board) is immediately on the defensive if he/she must explain a poor first impression made by an inaccurate OSR/PSR. Also, ensure your photograph is current and in the correct uniform.

Are administrative boards important and can they affect your standing in a promotion board still three to four years away? Absolutely. Virtually all officers in all designators have career milestones they must meet to maintain upward mobility within their communities. Many of these career milestone opportunities are determined through administrative board action. You must succeed in the administrative board selection process to remain truly competitive for your next statutory board.

The following example illustrates the typical promotion (statutory) board process, although the administrative board process is virtually the same.

**Preparation.** Preparation for a promotion board begins four months before its convening date. The initial list of eligible officers is compiled and modified as required. The eligible list is continually synchronized with an official automated database to ensure consideration of all candidates. The master file is queried six weeks prior to the board convening for FITREP continuity. Messages are sent for those missing. If you receive a message, be sure to send missing FITREPs to the requester – usually PERS-322, and not your detailer. One week before the board convening date, assistant recorders review the record of each candidate, transcribe late-flowing data onto the OSR/PSR, and ensure FITREP continuity for at least the last five years.

**Corresponding With the Board.** Although the recorders check for current and complete FITREPs, you owe it to yourself to make sure the board has your complete and accurate record. Six months before a board for which you are eligible convenes, you should request any documents you may need to review (see the Reference Corner on the back cover.)

Documents you receive after you have reviewed your record (such as FITREPs, personal awards, etc.) should be copied and forwarded in a letter to the president of your selection board. Any corrections you have made to your record should also be mentioned. A command endorsement of your letter to the president of the board is not necessary. Only those officers who are eligible before a selection board may correspond with the president. Any endorsement or letter written on your behalf must go via you, or it will be returned to the originator. All correspondence must be received by the board convening date. All late correspondence will be returned.

**Convening the Board.** Promotion boards are convened by SECNAV as authorized by statute. SECNAV provides (via ALNAV) the board schedule and promotion zones at least 30 days before the first scheduled convening date for selection boards of the next fiscal year (see pages 19-20 for board dates). Although they are for FY03, board dates do not change drastically from year to year.

Board members arrive at NPC on the date authorized in the precept and convene the board. Board membership is secret until the board convenes. Members are specifically directed not to visit detailers prior to or during board deliberations. The process is designed to ensure a level playing field for all involved. As stated previously, board membership is carefully balanced to represent the demographics of all the candidates in the selection zones.

The precept is discussed and the board gets to work. The initial step is the individual record review. Again, each service record is made up of three parts – microfiche, PSR/OSR and any correspondence from the individual.

The board considers carefully, without prejudice or partiality, the record of every eligible officer. The officers selected are those whom a majority of the members of the board consider best qualified for promotion, giving due consideration to the needs of the Navy for officers with particular skills. In addition to the standard of best qualified, all officers recommended for promotion must be fully qualified; that is, each officer must be capable of performing the duties of the next higher grade. The "best and fully qualified" standard is applied uniformly to all eligible officers whether below, in or above the promotion zone.

**In "The Tank."** After the records review phase, the board moves on to the next step – the selection phase. For this phase, most boards move into a room called "The Tank" (a private, theater-like room where all the members discuss and vote on candidates). The annotated OSR/PSRs (see pages 25-27) are projected onto large screens in the tank, and each record is briefed by the board member who reviewed the candidate's microfiche. The board, using the precept as guidance, recommends (within the numbers authorized) those candidates it considers "best qualified" for selection.

After the briefing officer has discussed the candidate and all questions have been asked and answered, each member uses a "secret ballot" computer keypad located on the arm of their seats to vote a confidence level for the selection of the candidate. Each member can vote either 100 percent (the member is 100 percent sure the candidate should be selected), 75 percent, 50 percent, 25 percent, or 0 percent (the candidate should NOT be selected). After all the votes are cast, a computer in the tank combines them into an overall confidence

rating, which is then displayed as a percentage on a monitor for all the board members to see.

The confidence rating of each candidate is recorded and then ranked after all the records have been reviewed. A board member will propose a motion for selection to the entire board. The board selects a number of the records from the top scorers to be "tentatively selected." The board will either vote on the motion or members will offer counter-proposals. Whichever proposal is accepted, it is accepted by a majority vote of all the members. This same scenario is repeated when the board attempts to determine which number of the bottom scoring candidates should be "dropped from further consideration."

All the candidates between the "selected" and "dropped" scores are then re-reviewed by a different board member. Each candidate receives another review and brief in the tank and the process starts over again. Several "tank" sessions are usually required before the board comes up with the final number of candidates they believe are best qualified for promotion.

**Releasing the Results.** The board completes its deliberations and votes to confirm the tentative selections. The board then provides a select list to SECNAV via the chain of command (as seen in figure 1 on the right), and it is subsequently approved by SECDEF (usually 12-16 weeks after the

board adjourns). The results of a selection board are posted for Commanding Officer's eyes-only 48 hours prior to public release of the ALNAV. A select ALNAV message is then released. Results will also be available for viewing on BUPERS Access and the BUPERS Web Site when the public release is made. Under the normal promotion phasing plan, five percent of the O4/O5/O6 selectees will be promoted in each of the first eight months (40 percent), and 15 percent in each of the last four months (60 percent) of the fiscal year. For those officers selected to LCDR and above, Senate confirmation is required before promotion. Frocking is not authorized unless specified by separate NAVADMIN.

At the end of every month, a NAVADMIN message announces who will be promoted on the first day of the following month. On that date, an officer whose name appears on the message is considered to have accepted the promotion unless it is specifically declined. However, the promotion document (NAVPERS 1421/7) is still required whether accepting or declining the promotion.

If you have any questions about the Active Duty or Reserve promotion/selection process, contact PERS-801 (Officer Promotions Division) at DSN 882-3276, Comm (901) 874-3276. You may also check out the BUPERS Web Site at [www.bupers.navy.mil](http://www.bupers.navy.mil), choose Selection Boards (either Line or Staff Officer) and go to the appropriate page. □

**Figure 1**

STEPS IN THE CHAIN	REVIEWING OFFICIAL ACTION
CNP	REVIEW BOARD RESULTS, RECOMMEND NOMINATION OR DEFERRAL * FOR INDIVIDUAL OFFICERS
OFFICE OF THE JUDGE ADVOCATE GENERAL	REVIEW BOARD REPORTS FOR LEGALITY OF PROCESS, REVIEW AND COMMENT ON ANY CASES OF SPECIAL INTEREST
VCNO/CNO	REVIEW BOARD REPORTS AND RECOMMENDATIONS MADE BY CNP, PROVIDE ADDITIONAL COMMENT / RECOMMENDATIONS IF APPROPRIATE
SECNAV	APPROVE AND FORWARD THE RECOMMENDATIONS FOR NOMINATION TO THE SECRETARY OF DEFENSE, DEFER * RECOMMENDATIONS FOR NOMINATION AS DEEMED APPROPRIATE
JOINT CHIEFS OF STAFF	REVIEW BOARD REPORT FOR COMPLIANCE WITH JOINT OFFICER MANAGEMENT STATUTES (LCDR AND ABOVE ONLY)
OSD	APPROVE BOARD RESULTS, THIS IS THE FINAL STEP FOR LT BOARDS. THE ALNAV ANNOUNCING SELECTION IS RELEASED AFTER OSD APPROVAL. FOR LCDR THROUGH CAPT BOARDS, FORWARD RECOMMENDATION TO THE PRESIDENT TO NOMINATE OFFICERS FOR PROMOTION
PRESIDENT OF THE UNITED STATES SENATE	NOMINATE THE OFFICERS FOR SENATE CONFIRMATION CONFIRM THE NOMINATION OF OFFICERS TO EFFECT PROMOTION

# Microfiche

**{PERS-313DB}:**  
**DSN 882-3414**  
**Comm (901) 874-3414**  
**Fax (901) 874-2664**

**Your Microfiche Record.** Navy Personnel Command maintains an electronic personnel record via EMPRS for every Navy member, active duty member and reservist. If requested, you can receive a microfiche copy of your electronic record.

An officer's personnel record is a compilation of up to five separate microfiche, designated Fiche 1 through Fiche 5. Officers who are prior enlisted have an additional record consisting of Fiche 1E through 3E. Each fiche has the name, SSN and fiche number at the top. Each fiche has seven rows of images (A through G) and 14 columns.

Do not assume that NPC will review all records and notify members of missing documents. You should order a copy of your microfiche record at least six months before any selection board for which you are eligible. You can review your record electronically in the records review room at NPC in Wood Hall (Bldg 769), Rm. 109, or you can request a microfiche copy by e-mail at [www.bupersaccess.navy.mil](http://www.bupersaccess.navy.mil) or by mail or fax. NAVPERS 1070/879 is the official form used to order a copy of your microfiche record. Ensure you include a correct return address, telephone number, name, rank, SSN and signature. You cannot order microfiche by phone because your signature is required. The order form is available on the BUPERS Web Site ([www.bupers.navy.mil](http://www.bupers.navy.mil)) under "selection boards."

When reviewing your record, remember that active duty promotion boards screen information that appears on Fiche 1, 2, 4 and 5. Selection board records are pulled one to three months before the convening date.

## Officer Records, Fiche by Fiche.

Figure 2

123-45-6789	1
JONES, JOHN P	
A PHOTO AND FITNESS REPORTS	
B	
C	
D	
E	
F COMMENDATORY DATA, MEDALS, AWARDS, CITATIONS	

**Fiche 1:** Photo, five rows of FITREPs and two rows of awards (See Fig. 2). If there are additional FITREPs or awards they are contained on trailer fiches (T01, T02, etc.). The officer photo is not displayed in microfiche, however, it is noted as on file or not on file. Letters of commendation will not be retained in the microfiche record. They should be noted in FITREPs. However, copies of these letters may be sent to selection boards as part of a letter to the board.

**Fiche 2:** Education (transcripts, diplomas and military correspondence courses); qualifications (designator qualifications; not command qualifications such as OOD, CDO, etc., which should be noted in FITREPs); appointments and promotions; reserve status (USNR appointment, reserve officer performance record); service determination (statements of service, DD-214s, separation letters); miscellaneous professional history.

**Fiche 3:** Security/personal history; record of emergency data; record changes (SSN/name changes); personal background data (home of record, casualty notification data); miscellaneous personal data (medical forms, physicals, SGLI beneficiary form).

**Fiche 4:** Orders (new appointment, first duty, inactive duty, active duty for training, recall to active duty and separation).

**Fiche 5:** Privileged information (medical board cover letters, POW data, adverse data – NJP letters, administrative/punitive letters, detachment for cause).

**Remember:** Performance Summary Records (PSRs) are available online 24/7 at [www.staynavy.mil](http://www.staynavy.mil).

If you have any questions, please call:

Microfiche Customer Service: DSN 882-4194/3415,  
Comm (901) 874-4194/3415

Microfiche Fax Ordering: DSN 882-2664, Comm  
(901) 874-2664

Mailing address for placing microfiche orders:  
NAVY PERSONNEL COMMAND  
PERS-313C  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-3130 □

# Performance Summary Record (PSR)

**N**ow that you understand how the selection board process works, the following information will demonstrate how boards use the Officer Summary Record (OSR)/Performance Summary Report (PSR) to make their selections. In our example, LCDR Jones applied for the Foreign Area Officer selection board. Using the data already shown (microfiche and FITREP), the following OSR/PSR examples show how this information is tied together for the board's use.

The OSR/PSR is an administrative tool that summarizes an officer's professional and performance history – in essence, it is an officer's resume to the selection board. The person who briefs your record in “the tank” actually briefs the OSR/PSR that is shown on the five screens in “the tank” with amplifying information gleaned from review of the actual FITREPs. The OSR consists of the cover page (page 25) and FITREP detail pages to document the old FITREP system reports. The PSR consists of the new system reports.



Let's walk through a sample OSR/PSR for “LCDR Jones” and look at his career as a selection board member would do.

**The PSR Cover Page.** When a board reads an OSR/PSR, it starts with the cover page. The comments in our example (page 17) used to be handwritten by the briefer during selection boards prior to EMPRS coming online. As you can see, comments are now typed on the OSR/PSR image shown on their screen. The circles and lines are now drawn using computer graphics, and there is no need for a pencil since there is no paper record. The briefer (the board member who reviewed LCDR Jones' record) made these remarks to highlight important points in LCDR Jones' career to the other board members when they are voting in “the tank.”

Apart from the standard information (name, SSN, birth date, etc.) at the top, the biggest eye catcher is the primary grade assigned to the record (“B ++”) by the briefer (Board Member 23). That represents the briefer's view of how LCDR Jones' record compares with others they have seen. The other board members make their own determination of how LCDR

Jones' record compares.

The briefer circled the master's degree entry (believing it merits special attention due to it being in Foreign Affairs, and LCDR Jones earned it while he was on shore duty at BUPERS after regular duty hours) and the EOOW qualification (because he earned it during his OPS DH tour on USS FLETCHER). The briefer also notes the Navy and Marine Corps Achievement Medal LCDR Jones earned in the middle of his tour on USS HALSEY. During pre-board preparations, an assistant recorder has corrected the number of Navy and Marine Corps Commendation Medals to four, thanks to LCDR Jones sending a copy of his latest award.

The lower right-hand corner of the cover page contains the briefer's summary of LCDR Jones' tour,

based on a detailed review of all his FITREPs. The “LETTER TO THE BOARD” is put on the cover page because LCDR Jones checked his microfiche and OSR/PSR and noticed that several documents were missing. LCDR Jones sent those documents in his letter to the

President of the Board. These documents were scanned into the selection board module as correspondence. Again, selection boards are paperless! The briefer's recommendation to the board is the last comment, a very favorable one.

**A look at the “old system” FITREPs in the OSR/PSR.** Page two of the OSR proper (page 18) may seem cryptic, but it tells board members a lot about FITREP trends in a short space. Reading left to right on the first line, we see that Jones was an ENS (1) on USS HALSEY (CG 23) as the Communications Officer. The report opening date was January 1987, covering a five-month period, and CAPT (6) Gregg was the reporting senior. ENS Jones earned (9) A's and (4) B's in the “Specific Performance” category. The raised tick marked number (9-) was his average mark for that category. In the “Comparison” category, among the eight (5+3) URL ENSs on USS HALSEY at that time, the raised (5-) means ENS Jones was among the five who received an overall A grade. So the board knows that, in a competitive ranking, ENS Jones was no worse than five of eight ENSs.

In the "Desirability" category, ENS Jones received (4) A's and (1) B. The "Promotion" category tells the board more about where ENS Jones broke out within his own wardroom. CAPT Gregg chose (3) officers in the "E" block to recommend for accelerated promotion ("rapped"); and we see from the (X) in the P block (regular promotion) that ENS Jones wasn't one of the three. This tells the board he was at best four of eight ENSs. When you combine this information with the "Comparison" category data, you can see that CAPT Gregg is rating ENS Jones in the middle of the pack within the wardroom (which is called making him a "pack player").

Under the "Traits" category, ENS Jones earned (4) A's and (2) B's. The briefer thought the board would want to know that the B's were in Military Bearing ("MB") and Imagination ("I"). The ("P/23") comment also tells us that ENS Jones passed his PRT but had a body fat percentage of 23 percent, which was over body fat standards. The (RG) tells us that this was a regular FITREP, as opposed to a special or concurrent report.

**FITREP Trends.** Now that you know how the board reads a single FITREP line, let's see how it may view trends across several FITREPs. The first report for Jones as a LTJG (2) dated June 1988 shows (1) B in "Specific Performance" (which does not necessarily indicate declining performance) after his second FITREP with all A's. In this case, it is mitigated by the fact that it's under a new CO, CAPT McGee, and it's his first report at a new rank. The FITREP also shows that LTJG Jones is moving up in competitive standing with his peers, as he was "rapped" (/6) for the first time.

LTJG Jones is improving rapidly by his fourth report from September 1988. Not only is he "rapped," but as the briefer annotated, he was recommended for postgraduate school ("PG") and he received a mid-tour Navy and Marine Corps Achievement Medal.

By the report dated 0989, LT (4) Jones has become the number one ranked junior officer ("my #1 JO") and has received a recommendation for department head school ("DH"). LT Jones' last report on USS HALSEY shows he has become a "pack plus" junior officer. Not only is he still the number one JO on board, but he received his first Navy and Marine Corps Commendation Medal. Because his departure coincided with the regular LT reporting period, LT Jones did not get what is called a "goodbye kiss;" a glowing report and a 1 of 1 ranking (or EP under the new FITREP), which the board may or may not consider as good as being ranked against your peers.

**Shore duty at BUPERS.** LT Jones reports to his new job, and on his initial report is graded conservatively as the junior LT competing against a more senior LT. Board members watch for grade and duty station changes, because what may look like a decline in

performance may actually be a new reporting senior's grading style or competition with a new competitive group. LT Jones' first report under CDR Dale is a "non-rapped" FITREP against another LT who was "rapped" (meaning a 2 of 2 breakout), plus a B (in "Judgment"). The prominent arrow indicates movement "to the right," which is to be avoided. On his second report under CDR Dale, LT Jones' is now "rapped" against another LT, is awarded another NCM medal and received recommendations for future selection as an XO. The prominent arrow indicates movement "to the left," which is exactly where LT Jones wants to be headed (under the old FITREP system).

**Department Head tour.** All charged up, LT Jones then heads off to be OPS on USS FLETCHER (DD 992). He's ranked ("#3 of 4") on his first report, but the board realizes it's hard to shine when you first check on board, so this one is not viewed as declining. LT Jones' last three reports on USS FLETCHER show increasing improvement (something the board always looks for), and he was the number one ranked department head by the end of his tour and received his third NCM.

**A look at the "new system" FITREPs in the PSR.** The new FITREP system took affect in August 1995 and completely changed the FITREP and the look of the PSR. Let's walk through the first entry in this example (Page 19). LT ("O3") John Jones is attached to COMDESRON 66 (CDS 66) as Operations Officer ("OPS") and has received a FITREP beginning May 15, 1995, ("051595") and ending January 31, 1996 ("013196"). This report covers an eight ("08") month period. His reporting senior was CAPT James ("JAMES D L" "06"), who was the Commander ("COM"). For trait grades, he received three "4.0" grades and four "5.0" grades. His individual trait average was 4.57 and the reporting senior's trait grade average for this summary group was 4.80. He was in a summary group (competitive category) consisting of 10 individuals (add 5, 3 and 2 reflected in the summary line of the promotion recommendation column). The total number of LTs for which CAPT James was the reporting senior, regardless of designator (Active and Reserve, Line and Staff), was "12." CAPT James' reporting senior's cumulative average for the twelve LTs he had evaluated up to the end date of this report, (including the 10 in this summary group) was 4.82. Reporting senior cumulative averages are updated 90 days after the end date of the report. LT Jones was given a promotion recommendation of "Must Promote" ("X") along with two others in the summary group. Five individuals in the summary group were given "Promotable" recommendations and two were given "Early Promote" promotion recommendations. The report was a regular ("RG") report, which maintained his record continuity (Concurrent and Operational Commander Reports do not count for continuity).

**DESRON Staff Duty.** LT Jones continued to earn

competitive "break-out" FITREPs at DESRON 66 under the new FITREP system, as annotated by the entries in the graphic on page 27. During this tour, LT Jones gets promoted to LCDR and continues to be a "pack plus" player. His final FITREP from DESRON 66 impresses the board members and they put a star beside it indicating super performance, and annotate LCDR Jones' competitive ranking of #2 of 5 LCDRs and an EOT NCM (his fourth NCM).

**Shore Duty at SWOS Newport.** LCDR Jones' next assignment was to Surface Warfare Officer School in Newport, R.I. He hit the deckplates running, and qualified as a Master Training Specialist and screened for XO. He was also ranked #2 of five LCDRs in the Combat Systems Department (see FITREP on pages 20-21).

The likely conclusion by the Foreign Area Officer promotion board (or any statutory selection board) is that LCDR Jones is an outstanding officer and has

strong command rankings and assignment recommendations, as well as several personal awards. He's progressing well professionally and is definitely competitive for selection. □

### ***Navy Wide Priority Shore Duty***

Check out a new service, Available Navy Wide Priority Shore Based Officer Billets, on the BUPERS Web Site. This service offers a list (updated weekly) of shore duty billets that PERS-44 has identified as priority fills for the next six months. The information is available at [www.bupers.navy.mil/pers44/prifills.htm](http://www.bupers.navy.mil/pers44/prifills.htm). □

## ***ONE-STOP* INFORMATION SHOP FOR MILITARY PERSONNEL RECORD SERVICE (MICROFICHE, PSR, AND ODC)**

- ➔ Toll Free Number 1-800-951-NAVY (1-800-951-6289)
- ➔ Microfiche Request On-line at [www.bupersaccess.persnet.navy.mil](http://www.bupersaccess.persnet.navy.mil)
- ➔ Microfiche Request by Fax - DSN 882-2664
- ➔ Review, Print and Obtain Correction Procedures for ODC/PSR at [www.staynavy.navy.mil](http://www.staynavy.navy.mil)

### ***Resignation Or Release From Active Duty (RAD)?***

- USN officers will always be required to submit a resignation request in accordance with MILPERSMAN 1920-190.
- USNR officers with less than eight years of service must submit a RAD request in accordance with MILPERSMAN 1920-090.
- USNR officers with eight or more years service will submit a RAD request if they desire to maintain an inactive reserve appointment (MILPERSMAN 1920-090).
- USNR officers with eight or more years service will submit a resignation request if they no longer desire a reserve appointment (MILPERSMAN 1920-090). □



NAME			OFFICER SUMMARY RECORD			DATE PROC:		SEQ. NUM:	
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE			
123-45-6789		1110	640520	31					
PROM HISTORY: DATE OF RANK	CAPT.	CDR	LCDR 960501	LT 900601	LTJG 880601	ENS 860510	WARRANT		
PRESENT DUTY STATION SWOS NEWPORT RI			PRESENT BILLET INSTRUCTOR						
EDUCATION COLLEGE U MARYLAND MAJOR FRGN AFF 93 MASTER OF DUTY @ BUPERS USNA 86 BACH/1PR ECONOMICS			LANG PROF	SUB-SP XX26	SERVICE SCHOOLS ATTENDED COURSE: SURF WF OFF DATE/WKS: 8612 16 COURSE: SURF DEPT HEAD/TAO DATE/WKS: 9308 25 COURSE: DATE/WKS:				
ACTIVE DUTY BASE DATE 0586	PREVIOUS MIL SERVICE: NO	YEAR	MONTHS	HIGHEST RATE/GRD	REMARKS CG23 PACK+ BUPERS PACK DD992 PACK++ <u>STRONG TOUR OVERALL</u> <u>RECOMMEND SELECT!</u>				
PERSONAL DECORATIONS NAV COM 04 NAV ACTIV 01 MIDTOUR ON CG23			LETTER TO THE BOARD						
SPECIAL QUALIFICATIONS			7. 8. 9. 10. 11. 12. 1. OOD FLT 2. EOOD GAS TURBINE 3. TAO 4. DURING OPS DH TOUR 5. 6. ON DD992						

23  
B++

NAME: JONES, JOHN P		DESIG: 1110		123-45-6789		PAGE 1 OF 1				
GRADE	STATION	DUTY	RPT DATE	REPORTING SPECIF	PERF	COMPARISON	DESIRABILITY	PROMOT	TRAITS	REMARKS
				D	1	2	3	4	5	6
1	CG23 HALSEY	COMM	0187	5	GREGG	9-4	5-3	4	1	4
1	CG23 HALSEY	COMM	0687	12	GREGG	6-3-1	5-3	4	1	4
2	CG23 HALSEY	COMM	0688	3	MCGEE	6-2-1	5-3	4	1	4
2	CG23 HALSEY	COMM	0989	6	MCGEE	6-1-3	5-3	4	1	4
3	CG23 HALSEY	CICO	0389	6	MCGEE	6-3-1	5-3	4	1	4
3	CG23 HALSEY	CICO	0989	5	MCGEE	6-3-1	5-3	4	1	4
3	CG23 HALSEY	CICO	0290	12	MCGEE	6-3-1	5-3	4	1	4
3	BUPERS	PERS	0291	12	DALE	5-1-1	2-INITIAL REPORT	1	1	1
3	BUPERS	PERS	0292	12	DALE	5-1-1	2-BUT NCM	1	1	1
3	SMOS NEWP	STU	0293	7	DAVIS	9-6	5-3	4	1	4
3	DD 992 FLETCHER	OPSO	0993	5	WOOD	5-3-1	4-#3 OF 4	1	1	1
3	DD992 FLETCHER	OPSO	0294	12	WOOD	5-3-1	4-#2 OF 4	1	1	1
3	DD992 FLETCHER	OPSO	0295	3	WOOD	5-3-1	4-#1 OF 4	1	1	1

PG	STATION	DUTY	DATES	#M REPORTING SENIOR OS NAME	PC TITLE	TRAITS					AVERAGES					PROMOTION REC					RPT TYPE
						1	2	3	4	5	RPT	CUM	SP	PR	P	MP	EP				
03	CDS66	OPS	051595 013196	08	JAMES D L O6 COM				3	4	4.57 4.80	12 4.82	0	0	5	X 3	2	RG			
04	CDS66	OPS	020196 103196	09	JAMES D L O6 COM			3	3	1	3.71 4.00	10 4.00	0	0	5	X 3	2	RG			
04	CDS66	OPS	110196 011098	14	JAMES D L O6 COM			1	4	2	4.14 3.65	15 EGT 3.88	0	0	2	2	1	SUPP			
04	SWOS NEW PT	INST	011198 103198	09	PATRICK B O6 CO			1	3	2	4.17 4.25	5 4.25	0	0	2	2	1	RG			





# FITNESS REPORT & COUNSELING RECORD (E7-O6)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) <b>JONES, JOHN P</b>		2. Grade/Rate <b>LCDR</b>		3. Desig <b>1110</b>		4. SSN <b>123-45-6789</b>	
5. ACT <input checked="" type="checkbox"/> TAR <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/205 <input type="checkbox"/>		6. UIC <b>12345</b>		7. Ship/Station <b>SWOS NEWPORT</b>		8. Promotion Status <b>REGULAR</b>	
9. Date Reported <b>98FEB10</b>							
Occasion for Report 10. Periodic <input checked="" type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/>		Period of Report 14. From: <b>98JAN11</b> 15. To: <b>98OCT31</b>					
16. Not Observed Report <input type="checkbox"/> Type of Report 17. Regular <input checked="" type="checkbox"/> 18. Concurrent <input type="checkbox"/> 19. Ops Ctr <input type="checkbox"/>		20. Physical Readiness <b>P/WS</b>		21. Billet Subcategory (if any) <b>NA</b>			
22. Reporting Senior (Last, FI MI) <b>PATRICK, B B</b>		23. Grade <b>CAPT</b>		24. Desig <b>1110</b>		25. Title <b>CO</b>	
		26. UIC <b>12345</b>		27. SSN <b>987-65-4321</b>			
28. Command employment and command achievements. To provide a continuum of professional education and training in support of surface navy requirements that prepare officers (O1-O6) to serve at sea. LV/Transit: 98JAN11-98FEB10							
29. Primary/Collateral Watchstanding duties. (Enter primary duty abbreviation in box.) <b>INSTRUCTOR</b> Instructor-09; Combat Systems Instructor-07; Master Training Specialist-04. Mentor AEGIS students-04. Responsible for providing instruction in combat systems to prospective Department Heads.							
For Mid-term Counseling Use. (When completing FITREP, enter 30 and 31 from counseling record, sign 32.)		30. Date COUNSELED <b>98JUL10</b>		31. Counselor <b>HARPER, D D</b>		32. Signature of Individual COUNSELED <i>John P. Jones</i>	
PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.							
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0* Greatly Exceeds Standards		
33. PROFESSIONAL KNOWLEDGE: Technical knowledge and practical application  NOB <input type="checkbox"/>	-Marginal knowledge of rating, specialty or job. -Unable to apply knowledge to solve routine problems. -Fails to meet advancement/PQS requirements.	-	-Strong working knowledge of rating, specialty and job. -Reliably applies knowledge to accomplish tasks. -Meets advancement/PQS requirements on time.	-	-Recognized expert, sought out by all for technical knowledge. -Uses knowledge to solve complex technical problems. -Meets advancement/PQS requirements early/with distinction.		
34. EQUAL OPPORTUNITY: Fairness, respect for human worth.  NOB <input type="checkbox"/>	-Displays personal bias or engages in harassment. -Tolerates bias, unfairness or harassment in subordinates. -Lacks respect for EO objectives. -Interferes with order and discipline by disregarding rights of others.	-	-Always treats others with fairness and respect. -Does not condone bias or harassment in or outside of workplace. -Supports Navy EO objectives. -Contributes to unit cohesiveness and morale.	-	-Admired for fairness and human respect. -Ensures a climate of fairness and respect for human worth. -Pro-active EO leader, achieves concrete EO objectives. -Leader and model contributor to unit cohesiveness and morale.		
35. MILITARY BEARING/ CHARACTER: Appearance, conduct, Physical fitness, adherence to Navy Core Values. NOB <input type="checkbox"/>	-Consistently unsat appearance. -Unsatisfactory demeanor/conduct. -Unable to meet one or more physical readiness standards. -Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	-Excellent personal appearance. -Excellent demeanor or conduct. -Complies with physical readiness program, within all standards. -Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	-Exemplary personal appearance. -Exemplary representative of Navy. -Excellent or outstanding PRT. A leader in physical readiness. -Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.		
36. TEAMWORK: Contributions to team building and team results.  NOB <input type="checkbox"/>	-Creates conflict, unwilling to work with others, puts self above team. -Fails to understand team goals or teamwork techniques. -Does not take directions well.	-	-Reinforces others' efforts, meets personal commitments to team. -Understands team goals, employs good teamwork techniques. -Accepts and offers team direction.	-	-Team builder, inspires cooperation and progress. -Talented mentor, focuses goals and techniques for team. -The best at accepting and offering team direction.		
37. MISSION AC-COMPLISHMENT AND INITIATIVE: Taking initiative, planning, Prioritizing, achieving mission. NOB <input type="checkbox"/>	-Lacks initiative. -Unable to plan or prioritize. -Does not maintain readiness. -Fails to get the job done.	-	-Takes initiative to meet goals. -Plans/prioritizes effectively. -Maintains high state of readiness. -Always gets the job done.	-	-Develops innovative ways to accomplish mission. -Plans/prioritizes with exceptional skill and foresight. -Maintains superior readiness, even with limited resources. -Gets jobs done earlier and far better than expected.		

NAVPERFORM (7-85)

# FITNESS REPORT AND COUNSELING RECORD (E7-O6) (cont 'd) RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) <b>JONES, JOHN P</b>		2. Grade/Rate <b>LCDR</b>		3. Desig <b>1110</b>		4. SSN <b>123-45-6789</b>	
PERFORMANCE TRAITS		1.0* Below Standards		2.0 Progressing		3.0 Meets Standards	
38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.		- Fails to motivate, train or develop subordinates. - Fails to organize, creates problems for subordinates. - Does not set or achieve goals relevant to command mission. - Lacks ability to cope with or tolerate stress. - Inadequate communicator. - Tolerates hazards or unsafe practices. - Does not attend to welfare of subordinates.		- Effectively motivates, trains and develops subordinates. - Organizes successfully, solves problems as they occur. - Sets/achieves useful, realistic goals which support command mission. - Performs well in stressful situations. - Clear, timely communicator. - Ensures safety of personnel and equipment. - Routinely considers subordinates' personal and professional welfare.		- Inspiring motivator and trainer, consistently builds winners. - Superb organizer, great foresight, gets ahead of problems. - Leadership achievements dramatically further command mission. - Perseveres through the toughest challenges and inspires others. - Exceptional communicator. - Makes subordinates safety-conscious, maintains top safety record. - Constantly improves the personal and professional lives of others.	
NOB <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
39. TACTICAL PERFORMANCE: (Warfare qualified officers only) Basic and tactical employment of weapons systems.		- Has difficulty attaining qualification expected for the rank or experience. - Has difficulty in ship(s), aircraft or weapons systems employment. - Warfare skills in specialty are below standards compared to others of same rank and experience.		- Attains qualifications as required and expected. - Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment. - Warfare skills in specialty equal to others of same rank and experience.		- Fully qualified at appropriate level for rank and experience. - Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment. - Warfare skills in specialty exceed others of same rank and experience.	
NOB <input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LDO, Dept Head, XO, OIC, CO, Major Command, War College, PG School.						XO AFLOAT WAR COLLEGE	
41. COMMENTS ON PERFORMANCE: * All 5.0 and 1.0 marks must be specifically substantiated in comments. Comments must be verifiable. Bold, underlined, italic, or other highlighted type is prohibited. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case.							
<p>Ranks #2 of 5 LCDRs in the combat systems department. There is virtually no difference in the top two. Definite Early Promote. The system forces me to make him a Must Promote.</p> <p>*33,38 - Superb naval officer. One of most well seasoned and knowledgeable instructors on my staff. His knowledge of combat systems and surface operations is superior. He is an expert in surface tactics and weapon systems deployment. Handles complexity with ease. His enthusiasm is infectious.</p> <p>- Qualified Master Training Specialist.</p> <p>- Screened for Executive Officer.</p> <p>- Scored Outstanding on the PRT.</p> <p>- LCDR Jones' has hit the deck running. His mentorship of AEGIS students has increased test scores by 25%. He sets the example for all staff instructors.</p>							
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL					X		CAPT B.B. PATRICK DIR, CMDTRNGDEPT SWOSCOLCOM 446 CUSHING RD NEWPORT, RI 02841-1209
43. SUMMARY	<input checked="" type="checkbox"/>	0	0	2	2	1	
45. Signature of Reporting Senior				46. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement."			
 Date: 11/1/98				 Date: 11/1/98			
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report							
Date:							

BUPERS 1610/2 (7-95)

# Officer Promotions / Planning

## ***Officer Promotion Planning***

**{PERS-801B}:**

**DSN 882-4524**

**Comm (901) 874-4524**

**Fax (901) 874-2738**

## ***Officer Promotions***

**{N131F}:**

**DSN 223-2329**

**Comm (703) 693-2329**

**Fax (703) 614-1189**

**E**very officer is solely responsible for the accuracy and completeness of his or her record when it is presented to a promotion selection board. If something material to an eligible officer's official record is missing during a board, the effected officer must show "due diligence" in their efforts to ensure the board had all pertinent information to make selection decisions. Officers should review their records prior to any year they are considered for a board, and if additional material cannot be included in a timely fashion through normal administrative measures, it is incumbent on the officer to provide that information to the board as a letter to the president of the board. Letters that arrive after convening of the board, are mis-addressed within Navy Personnel Command or are otherwise untraceable do not serve to establish "due diligence." The information provided below will assist all officers in ensuring their record is ready for their promotion selection board.

Some of the questions that all of us have are:

- How do I communicate with a board?
- Where do I mail my package to the board?
- Who can I check with to see if my correspondence was received?
- Was I selected?
- Who are/were the members of the board?
- Where is the board in the approval process?
- When will I get paid?

There is a single convenient and informative website with this information. The address is **www.bupers.navy.mil**. Once you enter the website, choose Selection Boards from the grid on the left-hand side of the Page. After the page changes, scroll down to either Active Duty Line, Active Duty Staff or Reserve Promotion Board depending on which area reflects your status.

If you choose Active Duty Promotions sites, the link will provide the following:

- Collar devices depicting specific boards.
- Access to Zone ALNAVs, which will identify yearly promotion zones.
- A link to viewing your OSR/PSR online.
- Board addresses and fax numbers.
- Link to a sample letter to the board.
- Telephone number to call to check the receipt of correspondence sent to the board.
- E-mail icon to send E-mail directly to the board Technical Advisor.

**By selecting the collar device you are interested in, several more choices become available:**

- **Board Membership and Precept.** Selecting this line will bring up the precept and matrix of the board membership after the board convenes.
- **Board Dates**
- **Anticipated release date of the results**
- **Selection Board Approval Process.** Clicking on this line will bring up a bar chart with the latest status of the approval process.
- **Selection ALNAV** as soon as publicly released.
- **Pay Increment Plan** with directions on how to read the matrix provided. Clicking on this line brings up a matrix showing which month select numbers should be promoted given no changes to the promotion schedule.
- **Selection Board Statistics.** This link brings up a matrix of historical selection statistics from FY00 to FY02.

Remember that your participation in maintaining your official record is imperative. Please do not hesitate to call if you need assistance. The more proactive you are in ensuring your record is complete, the easier it is for board members to make their selections. □

**Read *Perspective* at the BUPERs Web Site.  
Go to [www.bupers.navy.mil/periodicals](http://www.bupers.navy.mil/periodicals)**



**M**ission success in any naval operation is dependent on skillful planning and proper timing. The skillful planning of a naval career is certainly no exception. While strong performance in tough jobs continues to be the cornerstone of success, certain professional goals should customarily be completed prior to selection/screening boards. Timing of these career goals remains a significant factor when considering the overall career picture.

The very nature of the job of a professional naval officer demands personal responsibility. Officers must take responsibility to review and update their service records to ensure they are complete and accurate. One obvious reason for this is to ensure that a selection board is provided with an accurate and up-to-date picture of past performance. In this manner, an officer optimizes their chances for promotion, while assisting the board in achieving its goal of selecting those officers who are "best and fully qualified."

It is vital for officers to understand how promotion zones relate to promotion eligibility. In December of each year, following SECNAV approval of the annual Officer Promotion Plan, an ALNAV message is released which announces the selection board convening dates, and defines the various promotion zones for that fiscal year. The "in-zone" officers are identified by the date of rank of the senior and junior officer eligible for consideration in each competitive category. Officers on the active duty list who are senior to the senior in-zone officer are considered "above-zone," and are also eligible for consideration. Finally, the junior officer eligible defines the lower limit of the "below-zone" population, two forecasted zones below the junior officer in zone.

With all that said, a frequently asked question is "When will I receive my in-zone look for promotion?" The answer is complex, and depends largely upon when during your career that you pose the question. The simple truth is that forecasted "out-year" promotion zones change. Not unlike a weather forecast, the more advanced the prediction - the less accurate it ultimately becomes. Additionally, like the weather, numerous factors interact to affect the final outcome. A basic understanding of these factors, and the process by which they affect promotion planning, can go a long way toward helping chart a steady course by which to steer a career.

If the size of the promotion zones was constant from year to year, it would be a simple matter to predict when any particular officer would move "in-zone." However, zone sizes change in response to numerous factors affecting the promotion planning process. Each year a plan is constructed with the primary goal of meeting the Navy's requirements for officer promotions, based on predictions of these factors over the next five years. The plan is designed to "promote to vacancies," and a simple formula is used to determine the number of officer

promotions required in each competitive category. This is often referred to as the number of "picks" required. Factors affecting the final number of picks required include:

- Authorized end strength;
- Existing begin strength;
- Predicted number of gains and losses.

Once the number of required promotions is determined, the actual zone size is established by dividing that number of picks by the promotion opportunity. For example, if the required number of URL CDRs is determined to be 400, and the promotion opportunity is set at 70 percent, then the resultant zone size would be 571 officers.

So why then do zones change? The answer lies in the ability to accurately predict future officer personnel trends. For example, how many accessions, training attrites, retirements and lateral transfers within a given community will there be in 2007? Any out-year zone prediction is therefore only as reliable as the estimation of the variables used in the equation. If officer loss rates are higher or lower than previously estimated, then the subsequent promotion zones have to be adjusted to compensate for the unexpected loss, or the Navy does not meet its requirements. Therefore, each year the Promotion Plan and subsequent promotion zones are adjusted to compensate for changes in these variables.

The law, USC Title 10, requires that officers placed in promotion zones be afforded a "relatively similar opportunity for promotion" over a five-year period. The Secretary of the Navy further defines that requirement with policy guidelines for promotion opportunity and timing ("flowpoint"). For example, the guideline for CDR promotion opportunity is 60-80 percent, with a target promotion flowpoint of 15-17 years. The promotion plan is built to meet existing and forecasted officer requirements by adjusting opportunity and flowpoint within these guidelines for each grade and competitive category. As you plan your career and prepare for each selection board, keep in mind that forecasted promotion zones change. The effect may either accelerate or delay your "in-zone look," or it may simply change your relative position within the zone. The further out your perspective is at the time, the greater the likelihood that the forecasted zone will change. Perhaps the best career advice is to become your own advocate by completing important career milestones as early as possible, and by taking personal responsibility to review and update your service record frequently. Continue to monitor your promotion eligibility window and contact your detailer, who can help determine when you will be in-zone, as well as provide sound advice concerning the best job for you now. Finally, remember that while timing remains a significant factor when considering your overall career picture, there is no substitute for strong performance. □



**{PERS-43}:**  
**DSN 882-3974**  
**Comm (901) 874-3974**  
**Fax DSN 882-2721**  
**Comm (901) 874-2721**

## ★ Captain's Corner



Although the events of Sept. 11, 2001 shook the fabric of our nation, PERS-43 pressed ahead with the Aviation Commander Command Screen Board as a statement of resolve that we would not allow the terrorists of this world to change the way we do business. As a result, the Board came off without a hitch due to the professionalism and focus of the officers assigned here in the Directorate and the board members from around the country. As in years past, the cornerstone of selection centered on sustained superior performance, particularly in a squadron Department Head billet. The bottom line is the pool of talent was impressive, but those selected had proven themselves throughout their careers and we welcome them to the ranks of command.

Likewise, we made the decision to continue with the Aviation Major Command Screen Board in mid-October. The recently released results include our future Carrier, Deep Draft and shore station commanding officers as well as our next generation of Wing Commanders. As with the O-5 command board, superior performance, particularly in command for this group, was key for selection. It was also encouraging to see that many of this generation's junior Captains and Captain selects have managed to fit a joint tour into their busy career paths. Most individuals before the board had extensive staff, educational, and superb operational experience, including many with combat tours in the Gulf, over Kosovo, or both. Though hard to believe, it appears that each year's selectees are better and more professional than previous years. You should rest easy knowing the future of Naval Aviation is in capable and experienced hands.

Our Aviation Flag leadership recently completed a manning conference here in Millington where many of the challenging issues we face in Naval Aviation were the topics of discussion. I'd like to mention two that are particularly important.

First, as our office handles the distribution of scarce personnel resources, it is imperative that Commanding Officers engage in dialogue with their community placement officers in PERS-433 and make those discussions a regular part of the JO detailing process. As mentioned a few months ago in a P4 from VADM Nathman, the mentoring and detailing of our officers, especially first tour aviators, is absolutely critical. When aligning JO expectations with the realities of our inventory shortfalls and current needs of Naval Aviation, COs need to have all the facts. Our front office conducts regular PXO/PCO briefs for CNAP, CNAL and CNATRA where we attempt to give those future commanders the background on our current situation, PERS-43 initiatives and the way ahead from a Bureau perspective. However, I can not overemphasize that your community placement officers have the most accurate assignment and distribution picture.

COs – while you are working the placement connection, encourage your JOs to communicate early and often with their detailers in PERS-432. A year from

PRD is not too early to begin the process. At the same time, you need to be honest and realistic in your assessment of that junior officer's potential, not just with him but with my placement officers as well. While the majority of first shore tour orders will be to production squadrons, not every JO will play for the FRS of his/her choice. You and the placement officer will determine orders based on the current and expected future performance of your officers and the needs of Naval Aviation. The goal of this P433-CO-JO-Detailer communication "square" is to have the CO deliver the next set of orders no

less than four months prior to PRD. The process should be no different for department heads.

The second topic is our recent collaboration with Commander, Naval Recruiting Command (CNRC) on a stepped up effort to recruit pilots and NFOs. We are in a fierce competition for limited resources and need to do more to target and recruit from the talented pool of college graduates across the country. To that end, we have identified an O-5 billet at CNRC who will act as the head of Naval Aviation recruiting. With access to the CNRC long-range recruiting plan, that officer's charter will be to coordinate with the TYCOMs and CNATRA for aviation representation at specific events across the country. To encourage and convince prospective graduates to choose Naval Aviation from among their many options will take a concerted effort by all wearing wings of gold. Our rep at CNRC will ask for pilots and NFOs to tell the story of Naval Aviation and capitalize on the recruiting power of a JO in a



flight suit at a conference booth, or better yet, standing in front of his/her aircraft on a nearby flight line. In fact, any aviator on a cross-country could be a valuable tool for a local recruiter. If you have the time at one of your stops for a quick static display, school visit or aviation brief, contact CNRC HQ at (888) 496-3953. The Navy detailer that answers will be able to connect you with local reps who will welcome your efforts and help coordinate the visit.

A recent joint TYCOM instruction (1131.2) already formalizes a similar effort with the NROTC Aviation Sponsorship Program that assigns fleet squadrons to each of the NROTC units nationwide. The aviation officer recruiting billet and the ROTC program are only a start. If we are truly serious about bringing quality folks into this organization, it will take a focused and sustained effort on the part of the fleet to support our accession efforts for years to come. Fly safe, fight hard and call your detailers. □

## NAVY RECRUITING COMMAND NEEDS VOLUNTEERS FOR SEMINAR DUTY

By JO3 Chris Conklin, Navy Recruiting Command Public Affairs  
MILLINGTON, Tenn. (NNS) — Navy Recruiting Command is looking for motivated enlisted and officer personnel who would like to participate in the Senior Minority Assistance to Recruiting Program (SEMINAR).

SEMINAR allows minority Sailors - officer and enlisted - the opportunity to return to their own communities to recruit young men and women. Available to Sailors E-6 and above of African-American, Hispanic and Asian/Pacific Islander descent, in most cases the program provides participants with per diem and travel allowance for the 20-day assignment.

SEMINAR allows the Navy to put a greater focus on minority recruiting without adding recruiters to Navy Recruiting Stations. On average, 150 Navy enlisted and officer personnel each year take advantage of this program to visit their hometowns, where they talk to community leaders and organizations to assist with recruiting young people from their neighborhoods. SEMINAR has proven to increase Navy awareness in minority communities and provide positive role models to young people, while serving as another source of leads for local recruiters.

According to Chief Warrant Officer Claborne Jennings of the Diversity Recruiting Programs staff at Navy Recruiting Command in

Millington, Tenn., the program has been highly successful in generating leads. He said one reason for the program's success is that Sailors who participate know their communities better than the recruiters, and may have stronger influence with local high schools, colleges and community organizations.

"We engage these Sailors to the maximum extent possible," said Jennings. "They know the area. They have personal contacts and can likely put recruiters in positive situations because they have their 'foot in the door,' whereas a regular recruiter may not."

Recruiters can benefit greatly from SEMINAR participants. It is important to remember that SEMINAR duty can only be performed in conjunction with PCS orders. Requests must be submitted in accordance with the timelines set forth in BUPERSINST 1150.1A. This type of scheduling provides the recruiter with ample time to prepare for SEMINAR volunteers. Sailors who participate in SEMINAR are required to submit pre-qualification questionnaires to the Navy Recruiting Diversity Programs Office and they forward the information to the Recruiting District where the "adjunct recruiter" plans to work. Information from the questionnaire allows recruiters in participants' hometowns to schedule school visits and other recruiting opportunities.



Navy Recruiting Command's Diversity Programs Division can offer guidance to recruiters in maximizing opportunities of the SEMINAR program. All Sailors who take part in SEMINAR are given a reference guide that explains what to expect from recruiting and what is expected of participants.

Individuals interested in the SEMINAR program should submit their requests to Navy Recruiting Command (Code N111), 5722 Integrity Dr., Bldg. 784, Millington, TN 38054. Applications for SEMINAR must be completed at least six to nine months prior to a PCS and should include:

- Rank, name, social security number, designator (if applicable)
- Race and ethnic group
- Hometown, state, zip code
- Desired participation dates
- PRD
- Name of detailer
- The name of the Navy Recruiting District you are requesting to serve
- Present command and UIC
- Name and phone number of point of contact (include fax number and E-mail address if available)
- CO's recommendation

For more information please see BUPERSINST 1150.1A, or contact Chief Aviation Ordnanceman (Aviation Warfare) Jimmy Stephens at (901) 874-9141 or stephensj@cnrc.navy.mil. □



## HUMAN RESOURCES COMMUNITY (1200)

Following a very hectic summer, the new Human Resources Community was established to meet the growing demands for specialized skills in human resource strategy and analysis. Congratulations to all those outstanding officers who were selected for this new and challenging community. The community inventory is currently 329 officers and will be growing over the next few years to approximately 570 officers.

The HR Community provides life-cycle management of people through requirements determination, force shaping, recruitment and selection, inventory management, and workforce training and development. As experts in strategic human resources planning, programming and execution, the HR Community develops, delivers and maintains the Navy's human capital in support of overall maritime strategy.

Human Resource Community core competencies include human resources strategic planning, manpower management, personnel force management, education and training management, recruitment, personnel administration, and human resources information technology. HR billets can be found at NAVMAC, BUPERS, PSDs, TPUs, CNET, Fleet N1/

Joint N1 Staffs, NRDs and CNRC. There are excellent opportunities for leadership positions as well. Since October, 30 officers have screened for XO, 11 for CO and 5 for Major Command. The community's career path also includes a continuum of education including post-graduate school, and in the future will include professional certification.

HR officers need to develop the skills to enable them to significantly impact and improve fleet readiness by providing proactive solutions to complex manpower and training issues. The career path to develop this expertise is described in Figure 3 below.

Entry into the HR Community is through lateral transfer. LTs who are interested in transitioning to this critical field that manages the Navy's most important asset should submit their lateral transfer packages for the March 02 board. The HR website address is [www.persnet.navy.mil/hr/](http://www.persnet.navy.mil/hr/). Contact CDR Ellen Bristow, the HR Community Manager, at DSN 227-8761, commercial (703) 697-8761, N131Y@bupers.navy.mil, if you have any questions. For detailing questions contact p4419a@persnet.navy.mil, or p4421a@persnet.navy.mil DSN 882-4054, commercial (901) 874-4054. □

Fig. 3

Years	Rank	Milestones	Sample Tours
27-35	FLAG	Major Leadership, Center for Executive Education	Recruiting, Training, Personnel
22-26	CAPT	HR Executive Education/Research, Staff Director or Command, JPME I/II	Professional Education, HQ, CINC/Fleet/Major Staff Director, CO Recruiting Reg
16-21	CDR	HR Refresher, JPME I/II Sequential Experience/Command	Professional Education/Fellowship, Branch Hd, HQ Staff Officer, CO NRD
11-15	LCDR	Grad Ed, Certification, JPME I, Experience Development or XO	Professional Education, CV Training Officer, Branch Hd, Staff Officer, CO MEPS
5-10	LT	HR Intro Course, Grad Ed, Initial Tour	Professional Education, OPO/EPO NRD, CNPC

**NEW!!!**

**NEW!!!**

## INFORMATION PROFESSIONAL COMMUNITY (1600)

Planning, acquiring, operating, defending and maintaining the information infrastructure to support a network centric Navy requires a cadre of warfare experienced, operationally oriented and specially trained personnel. NAVADMIN 182, announced the establishment of Information Professional (IP) Community in October 2001. These Information Professionals form a unique community that supports knowledge superiority for the Navy.

The IP community is evolving from the ground up and will draw from existing officer designators and enlisted ratings. The community provides professionals with specialized information technology skills and assigns them to billets requiring proficiency and currency in those skills. The members of the Information Professional community will have the opportunity for a full career—up to and including flag with repeat opportunities for operational tours at sea, on Battle Group Staffs and Numbered Fleet Staffs. With the communities' roots in the traditional warfare specialties, the career path provides

opportunities for warfare-designated officers to serve in specifically coded URL billets or through lateral transfer between the grades of O3 to O6.

Information Professionals will demonstrate their specialized skills in a focused set of information, command and control, and space systems core competencies. Management of this billet base and the professionals that will encumber the billets requires the development of unique officer designators as well as enlisted ratings. As such, a dedicated community management infrastructure has been established for the officer component with plans to stand up the enlisted component FY03.

Officers interested in transitioning to the IP community may direct their questions to the IP Community Manager, CDR Lynn Johnston. She can be reached at [n131t@bupers.navy.mil](mailto:n131t@bupers.navy.mil) or (703)-693-3877. The IP community website is also available at [cno-n6.hq.navy.mil/IPC/index.htm](http://cno-n6.hq.navy.mil/IPC/index.htm). □

### ★ Supply Corps {PERS-4412}

Comm (901) 874-4611 DSN 882

Fax: (901) 874-2684



**FY03 Selection Board Schedule.** A new year of selection boards is rapidly approaching. Boards of interest to Supply Corps officers are listed below:

#### Board

LDO/CWO Inservice Procurement (PERS-811)  
Active O-6 Staff (PERS-801)  
Active O-5 Staff (PERS-801):  
Acquisition Professional #1 (PERS-447)  
Transfer/Redesignation #2(PERS-811)  
Joint Specialty Officer (PERS-45J)  
Active O-4 Staff (PERS-801)  
Active O-3 Staff (PERS-801)  
Supply Corps PG Screen (PERS-4412)  
Active CWO3/O4 (PERS-801)  
Acquisition Professional #2 (PERS-447)

#### Dates

14 JAN - 01 FEB 02  
4 - 8 FEB 02  
11 - 15 MAR 02  
21 - 22 MAR 02  
25 - 30 MAR 02  
22 - 26 APR 02  
29 APR - 10 MAY 02  
29 APR - 10 MAY 02  
29 APR - 10 MAY 02  
20 - 24 MAY 02  
23 - 27 SEP 02

Now is the time to review your record for completeness and accuracy. You can view your Officer Data Card (ODC), Officer Summary Record (OSR), and Performance Summary Record (PSR) on-line at the Center for Career Development's website by following these simple steps:

1. Go to the Center for Career Development's website at [www.staynavy.navy.mil](http://www.staynavy.navy.mil).
2. Click on the link titled "Your Professional Record Online".

3. Click on the blue button labeled "Officer Login". This will take you to the BUPERS ONLINE website.
4. Enter your Logon ID and password to enter the BUPERS site. First time users can use their SSN for their ID and their birthdate for their password.
5. Once you've entered the secure portion of the site, you will have the options of viewing your ODC, OSR, and PSR on-line or in a .pdf format.

To review your microfiche, you can order it online at the Selection Board's website, [www.persnet.navy.mil/selectbd/sbprep.html#orderfiche](http://www.persnet.navy.mil/selectbd/sbprep.html#orderfiche).

You should review your microfiche to ensure all Fitness Reports (FITREPs) are correctly recorded, all awards are entered, and a photo is on file for your current paygrade. Take care to ensure that all documents are clear and legible. When reviewing your OSR, check for accuracy and continuity for in your FITREPs, service schools, postgraduate education, subspecialty codes, and additional warfare qualifications.

**Supply Corps Internships.** Supply Corps Internship Programs provide an excellent opportunity for junior officers to explore major Supply Corps policy arenas while gaining on-the-job training in a functional subspecialty. All internships are considered entry-level acquisition positions where officers gain specific acquisition experience, education, and training. Five intern programs are now available to outstanding junior Supply Corps officers: Navy

Acquisition Contracting Officer (NACO), Navy Petroleum Officer Trainee (POL), Business/Financial Management (BFM), Integrated Logistics Support (ILS), and the Information Technology (IT) Program. Each program offers a 2-year tour, combining experience and formal training. Upon program completion, interns receive a Level II career field certification in their respective acquisition career field, as well as an experience subspecialty code (S code).

NAVSUP OP convenes an intern program administrative screening board in April and October of each year. Interested officers must submit a written request endorsed by their Commanding Officer by March 19 in order to be considered for the April 2002 board. Requests should be mailed to:

Navy Personnel Command (PERS-4412)  
Director, Supply Corps Personnel  
5720 Integrity Drive  
Millington, TN 38055-4412

The primary selection criterion is sustained superior performance during an applicant's initial afloat tour. Applicants may submit a package prior to obtaining a warfare qualification; however, a warfare qualification must be obtained prior to negotiating orders with their detailer. Participation in an internship incurs a 2-year obligation. For additional information, please visit ***It's Your Career - Officer*** at [www.navsup.navy.mil](http://www.navsup.navy.mil) or the Supply Corps Personnel website at [www.persnet.navy.mil/pers4412/requirem.htm](http://www.persnet.navy.mil/pers4412/requirem.htm). Please contact SUP OP32A, at 901-874-2914 (DSN 882) or at [p4412t@persnet.navy.mil](mailto:p4412t@persnet.navy.mil) with any questions concerning internship programs.

★ **Civil Engineer Corps {PERS-4413}**  
**Comm (901) 874-4032 DSN 882**  
**Fax: (901) 874-2681**



**Warfare Qualified Line Officers wanted.** If you are a warfare-qualified officer with an engineering or architecture degree, your expertise is needed in the Civil Engineer Corps. Are you thinking about leaving the Navy to practice engineering or architecture? You worked hard to earn your engineering/architecture degree and warfare qualification. Why not pursue a career that allows you to use both of these qualifications. Consider getting some experience in the Civil Engineer Corps. All of our officers get immediate engineering management experience, responsibility and authority far exceeding that offered by a private engineering firm. To ensure that you are prepared for this responsibility all of our officers receive a graduate engineering education as well as extensive engineering and acquisition management training.

As a Civil Engineer Corps Officer you can work in all of the following three areas.

**Contract Management.** More than \$4 billion worth of design and construction is performed every year by civilian construction and engineering firms under Navy contracts. These contracts will be your responsibility as the primary contact between the contractor and the Navy. You'll review designs and prepare, solicit and contract bid packages. You'll supervise construction, identify problems and devise solutions. Navy Civil Engineers also negotiate technical and financial modifications to contracts and approve completed work.

**Public Works.** You'll operate and maintain the complex facilities and utilities systems at shore activities by managing a large and diverse work force of civilian and military personnel. At public

works departments and centers, you'll approve and execute the designs of trained engineering staffs. In facilities management, you'll identify, analyze, plan, budget, schedule and execute needed work and repair. Planning future requirements of naval facilities is a major responsibility.

**Construction Battalions.** The "Can Do" spirit of the Seabees is legendary. Performing most of their work overseas, Navy construction battalions maintain the Navy's mobile construction capabilities and support the Fleet Marine Force in amphibious operations. They build roads, airstrips, bridges, port facilities, utility systems and any type of building, often in unique and out-of-the-way locations. As a junior officer, you'll be in charge of these military construction companies, made up of 400 to 600 enlisted men and women.

**How to become a CEC Officer.** The Civil Engineer Corps intends to select up to 20 warfare-qualified officers for transfer into the Civil Engineer Corps during the March 02 board. There has never been a better time to transfer to the Civil Engineer Corps. Applicants must possess an ABET accredited Engineering degree or an NAAB accredited Architecture degree. For engineers, Engineer in Training certification is a big plus. Currently, we have the greatest need for year groups 98 and 99 but will consider applicants from year group 96 and junior. Applications are due to PERS-801G in Jan 02. For more information please contact the CEC Plans and Inputs Officer (PERS-4413D) at comm. 901-874-4034, DSN 882-4034 or e-mail [p4413d@persnet.navy.mil](mailto:p4413d@persnet.navy.mil).

**CEC Detail Office Home Page.** Visit us often at [www.persnet.navy.mil/pers4413](http://www.persnet.navy.mil/pers4413) for the most current information about the Civil Engineer Corps. □



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## L A N D L I N E

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Include your name, SSN and designator when writing, or call DSN 882-4135, Comm (901) 874-4135; Fax (901) 874-2613.

You can also contact the editor via E-mail at [perspective@persnet.navy.mil](mailto:perspective@persnet.navy.mil).

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